

**WOODSTOCK PLANNING & ZONING COMMISSION
REGULAR MONTHLY MEETING
THURSDAY, SEPTEMBER 15, 2016 AT 7:30 PM
WOODSTOCK TOWN HALL, MEETING ROOM 1**

I. MONTHLY MEETING AT 7:30 PM

- a. Call to Order – Meeting was called to order by Jeff Gordon at 7:32p.m. Noted that there is a quorum.
- b. Roll Call – Jeff Gordon, Fred Rich, Doug Porter, Syd Blodgett, Ken Ebbitt (7:34 arrival), Dexter Young (arrival 7:33p.m.), Joseph Adiletta, Gail Dickinson, Delia Fey (Town Planner/ZEO), Laura Cournoyer-Gagne (Recording Secretary)
- c. Absent – Travis Sirrine, John Anastasi, Duane Frederick, Dorothy Durst

II. CITIZENS' COMMENTS

III. DESIGNATION OF ALTERNATES – K. Ebbitt, D. Porter

IV. CHAIR'S REPORT

Thanks to all for their work on subcommittee, and to Tina, Delia, and Laura for work behind the scenes. Moment of silence in honor of 9/11. Congratulations to Delia on her 10yr anniversary with the town.

V. MINUTES

Regular Meeting Minutes of August 18, 2016: **MOTION TO APPROVE MADE BY F. RICH, SECONDED BY D. YOUNG.** Discussion: J. Adiletta comments on pg. 2, 2nd paragraph of Public Hearing on Holke application, change 10 employees to 10 people re: size of septic system. D. Porter comments paragraph 3, 2nd sentence change to if the plan had been sent to review. Bottom pg. 2, J. Gordon comments application be tabled, pg. 4 b. Minchoff –this is the final deadline that the commission can approve per CT general statute. **MOTION PASSED WITH NOTED CHANGES.**

VI. NON-RESIDENTIAL PERMITS

- a. Woodstock Academy, 57 Academy Rd. – Expansion of existing use (new STEAM building) – Continuation: J. Gordon lists additional documents received: revised set of plans dated 9/9/16, NDDH approval dated 8/17/16, memo from Delia dated 8/16/16, and CME response dated 9/9/16. Referenced that town engineer did review, copy available for anyone to read. Peter Parent, P.E. CME Associates, representative Woodstock Academy, says there have been some minor changes due to comments from Design Professionals letter, dated 8/30/16. Mr. Parent reviews the changes made.

S. Blodgett asks about the pipe. Mr. Parent explains that a 10in pipe goes into a 12in pipe to slowly dispense water out. J. Adiletta asks about the sewer system. Mr. Parent says that they need NDDH approval for a well, also noted letter mentions septic system but school is on sewer system. D. Porter states this septic related text is typical standard language. S. Blodgett questions impervious surface coverage #'s on email, 49.7% appears under 50%, Mr. Parent didn't have survey of every inch of property. S. Blodgett say lot 15D, looking at parcel map, is 4 acres in size on 7.5 acres. Mr. Parent says that 15D and 15C are combined. D. Fey says that if they are, it was done recently, the accessors not updated. S. Blodgett says it still doesn't look like 7 acres. Mr. Parent says he would have to talk to surveyors, would like to resolve the size number. Says he's not clear where the number came from, either calculation or other parcels need to be merged if it's not showed. S. Blodgett says that C&D came up with about 5acres. J. Gordon says that the question on size is based on the numbers on the application. S. Blodgett responds that if other parcels are used, then the application needs to reflect the parcel numbers.

J. Gordon says that he appreciates that the Academy did the work recommended. J. Gordon says that further information is needed from the surveyors. D. Porter asks if possible to reach them by phone, so as to have the

information before the end of the meeting. Mr. Parent says he can try. J. Gordon says that a special meeting could be held at 7p.m, prior to the special subcommittee meeting on the 22nd if there is a quorum. Applicant is available and the information needed would also be available. **MOTION MADE BY F. RICH TO TABLE ITEM UNTIL SEPTEMBER 22ND AT 7P.M. PRIOR TO SPECIAL SUBCOMMITTEE MEETING, SECONDED BY J. ADILETTA.** G. Dickinson asks plus or minus, what is the margin of error. Mr. Parent says to the 100th. **MOTION PASSED UNANIMOUSLY.**

VII. NEW BUSINESS - NONE

VIII. PUBLIC HEARING

Proposed Text Amendment:

Application #091516a re: Submittal Deadline, Art. 1 E subsection 1, b; Art. V, B.1 Special Permits, General, subsection e: J. Gordon explains that the process works very well, 10 calendar days prior to meeting, however, the zoning regulations still says 7days. Hearing was posted in the Norwich Bulletin on the 4th and 11th of this month. Discussion: D. Fey says that this is to make everything consistent. **MOTION TO CLOSE PUBLIC HEARING MADE BY F. RICH, SECONDED BY D. YOUNG. MOTION PASSED UNANIMOUSLY.**

Application #091516b re: Equestrian Academies, Art. II Definitions; Art. III B.3.m Uses allowed by Special Permit in the Community District; Art. III F.3 Uses allowed by Special Permit in the Lake District – to delete Equestrian Academy from all: J. Gordon notes that the hearing was posted in the Norwich Bulletin on the 4th and 11th of this month, and says there has been some discussion already. D. Fey notes that state law requirements on notifications has been done.

R. Seybolt, AG Commission, wanted to thank everyone for going through the process of taking out the requirement for a special permit for an Equestrian Academy and including it in the definition of agriculture where it would be a Permitted Use. J. Adiletta asks G. Dickinson if she recalled how this ended up under Special Permit. G. Dickinson says she does not, unless difference between teaching and farming. Karen Swanberg, resident, says she is curious as to when it was changed, she moved to Woodstock in 1999, and didn't need a special permit. J. Gordon says it's not clear as to when, just that the regulations in place at the time of an application are what are followed.

MOTION TO CLOSE PUBLIC HEARING MADE BY J. ADILETTA, SECONDED BY K. EBBITT. J. Gordon noted that an email from Mr. McMahon, dated 7/16/16 was received about his concerns of the regulations. **MOTION PASSED UNANIMOUSLY.**

IX. OLD BUSINESS

- a. Change regulations for the deadline to submit an application that goes before PZC from 7 calendar days to 10 calendar before the meeting. **MOTION TO APPROVE MADE BY G. DICKINSON, SECONDED BY F. RICH. MOTION PASSED UNANIMOUSLY. EFFECTIVE DATE OF 10/8/16, WITH NOTICE IN THE WOODSTOCK VILLAGER.**
- b. Remove Equestrian Academies from needing a Special Permit in Community and Lake Districts and from the Definitions. **MOTION TO APPROVE CHANGE MADE BY G. DICKINSON, SECONDED BY F. RICH. MOTION PASSED UNANIMOUSLY. EFFECTIVE DATE OF 10/8/16, WITH NOTICE IN THE WOODSTOCK VILLAGER.**

X. ZEO REPORTMINUTES

- a. Report on Zoning Enforcement:

37 Town Farm Rd: D. Fey explains that to file action would cost \$1,000.00 for court entry fee, it's a lawn mowing and snow removal business, with no permit and no response from letter sent from attorney. After discussion, **MOTION TO HAVE TOWN ATTORNEY CALL BUSINESS OWNER MADE BY D. PORTER, SECONDED BY J. ADILETTA.** If necessary to go forward, PZC look for reimbursement of court costs and or note on land record. **MOTION PASSED UNANIMOUSLY.**

- b. Report on Zoning Permits

XI. CITIZEN'S COMMENTS – NONE

XII. BUDGET REVIEW & BILLS

PZC bill for Design Professionals in the amount of \$552.50, applicant has already paid his bill. **MOTION TO PAY MADE BY D. PORTER, SECONDED BY G. DICKINSON. MOTION PASSED UNANIMOUSLY.**

XIII. CORRESPONDENCE

- a. Town of Dudley, Notice of Public Hearing, 09/28/16 @ 7:15p.m. at the Dudley Municipal Complex, Room 321, 71 West Main St. to review
- b. CT Siting Council, Verizon Wireless notice of intent to modify and existing facility, 87 West Quasset Rd, 8/26/16
- c. CT Siting Council, Verizon Wireless request for an order to approve tower sharing at an existing facility, 350 Rte 198, 8/25/16
- d. Woodstock Academy, 599 Rte 169 – student housing water test from NDDH – they are in compliance with Permit to Discharge issued in 2012

XIV. MINUTES OF OTHER BOARDS AND COMMISSIONS

Conservation Commission to make PZC aware of meeting on 10/24/16, discussion on Aquifer Protection before regular meeting.

XV. OTHER

J. Adiletta notes that Brooklyn is facing topics of Planning & Zoning issues.

XVI. ADJOURNMENT

MOTION TO ADJOURN MADE BY F. RICH, SECONDED BY J. ADILETTA. MOTION PASSED UNANIMOUSLY @ 8:34 P.M.

Respectfully submitted,

Laura Cournoyer-Gagne

Recording Secretary

DISCLAIMER:

These minutes have not yet been approved by the Planning & Zoning Commission. Please refer to next month's minutes for approval/amendments. Please note that the audio recording is the legal record of the meeting.